FIRE, SMOKE AND DOOR ALARMS

403.1 POLICY

The Thurston County Corrections Facility (TCCF) will have fire, smoke, and door alarms that are monitored twenty-four (24) hours a day, seven (7) days a week, to ensure the members, inmates, and community are protected from the dangers posed by fire and other emergency situations.

403.2 DOOR ALARMS

Central and Unit Control are equipped with alarm systems that alert the Central and C Unit Control Corrections Technicians (CT) when monitored doors and pipe chases are keyed or forced open.

A. When a facility door or a pipe chase door alarms in the ARC, Central or C Unit Control CTs will respond as follows:

B. Identify the location of the alarm from the Alarm Viewer on the Control touch screen monitor which is located in the lower-left quadrant of the monitor.

C. Notify Movement and Response and the Housing Deputies of the alarm and location, via the radio.

D. Obtain a visual and monitor the area via cameras.

E. Ensure that the available member(s) nearest the location checks to see if the door is secured and secure the door, if necessary.Stand by to open doors for the members responding to the location, if necessary.

F. Make the appropriate log entries in the Control log (i.e. time, location, time cleared, which deputy cleared the alarm).

G. Acknowledge and reset the alarm once responding members have cleared the alarm

403.3 FIRE/SMOKE/TROUBLE ALARMS

1. There are alarms to indicate fire, smoke, or other system trouble that provide the location, type of system trouble, and time and date the alarm is activated.Multiple alarms can be activated and identified simultaneously and the alarm panel is connected with an alarm monitoring center.The alarm monitoring center will notify the appropriate agency when an alarm is activated, and notify the Facilities staff in Central Services or the on-call Facilities Technician, if an incident occurs after hours.Corrections Technicians (CTs) are trained in how to monitor these systems and respond when alarms are activated.

2. When the Fire/Smoke/Trouble Alarm in the Thurston County Corrections Facility (TCCF) is activated, a Central Control CT will:

a. Determine the location of the fire/smoke/trouble alarm from the read-out on the “Notifier” fire panel which is located on the left wall as you enter the Central Control Room.Notify Corrections Deputies of this location.

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b. Push the “Ack/Step” button on the “Notifier” fire panel to silence the alarm panel in the control room.Do not use the silence button on the fire panel, as it silences the fire horn.If there is an actual fire alarm, the Fire Department will silence the alarm after they check the building.

c. Direct Corrections Deputies to determine if actual fire or smoke is present.When they determine if the area is clear or there is a potential fire, they will notify Central Control and their On Duty Supervisor (ODS), who will be monitoring all radio traffic during alarm incidents to ensure efficient operation and determine if additional Deputies are needed or if Central Control needs any assistance in the Control Room.The ODS, or designee may contact Thurston County Communications (TCOMM/Dispatch), if necessary.

d. The Fire Department, if dispatched for a fire alarm, will check the entire area of the alarm location to determine whether fire and smoke are present and take appropriate action.

e. Make appropriate entries in the Central Control log (i.e. time, location, issue, time cleared, and the Corrections Deputy that clears the alarm).

f. When the alarm has been cleared by the Fire Department, the Fire Department or Facilities staff will reset the alarms.

g. The “Notifier” fire alarm panel will also alarm when there are issues with the system, like a trouble alarm, for example.This will not alarm throughout the building or alert the Fire Department, but there will be an audible alarm in Central Control, which can be acknowledged.If the “Notifier” fire panel indicates a “trouble” alarm, Central Control CTs will acknowledge the alarm to silence the audible alarm in the control room and direct Corrections Deputies to the area where the alarm is located to ensure there are no issues.

- If no issues are present, make the appropriate log entries and notify Facilities staff of the issue
- If the trouble alarm was activated and Corrections Deputies check the area and determine that there is an issue, they will follow the appropriate protocol.For example, Corrections Technicians (CTs) announce a trouble alarm near J Dorm and Corrections Deputies determine there appears to be a leak in the ceiling, they will notify CTs who will notify Facilities staff of the issue.

403.4 SATELLITE COURTS

1. The Satellite Court Facilities are equipped with alarms to indicate fire, smoke, or other trouble.The alarm monitoring center will notify the appropriate agency when an alarm is activated, and notify the Facilities staff in Central Services or the on-call Facilities Technician, if the incident occurs after hours.

2. When the fire alarm is activated at the Satellite Court Facility, the Court Deputies will check the facility to determine if actual fire or smoke is present.When they determine if the area is clear or there is a potential fire, they will notify Court Sergeant, who will be monitoring all radio traffic during

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alarm incidents to ensure efficient operation and determine if additional Deputies are needed or if evacuation is necessary.The Court Sergeant, or designee, may contact Thurston County Communications (TCOMM/Dispatch), if necessary.

3. The Fire Department, if dispatched for a fire alarm, will check the entire area of the alarm location to determine whether fire and smoke are present and take appropriate action.

4. When the alarm has been cleared by the Fire Department, the Fire Department or Facilities staff will reset the alarms

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